Family Handbook

105 Ferguson Street
Williamstown  VIC  3016

03 9397 6902
www.robinascottkindergarten.vic.edu.au

License ID:  3941
Provider Number:  PR-0000 1778
Service Approval Number:  SE-000 3933

Key Contact:
Katrina Chavarria
Administration Manager
03 9397 6902
admin@robinascott.com.au

The office is staffed from 8:30am to 3:00pm Monday to Friday.
Welcome

We acknowledge that we live and work on the traditional land of the Kulin Nation and pay our respects to elders past and present for the continual custodianship of the land. Robina Scott Kindergarten recognises that Aboriginal and Torres Strait Islander people have nurtured and educated children on this land for thousands of years and commit to working respectfully to honour their ongoing cultural and spiritual connections to this country.

We would like to warmly welcome you and your child to Robina Scott Kindergarten.

This Family Handbook has been designed to help families and carers become familiar with the key operations of the Kindergarten.

Robina Scott Kindergarten conducts a play-based kindergarten program that reflects the service’s philosophy. Our educators provide a high quality educational program that aims to give each child a broad and rounded experience.

The curriculum caters for the whole child, including all areas of learning and development. It promotes development of communication skills, a strong positive self-concept and independence, engages their curiosity, and most importantly fosters an enjoyment of learning and discovery. Planning for children occurs at both an individual and group level. Through observations and other informal assessment techniques, our Educational team are able to plan and implement a program that is responsive to children’s interests, experiences and developmental abilities.

Our Educational team ensure that a caring, stable and positive environment is created for the children.

As an independent, community operated Kindergarten; family involvement is an intrinsic aspect. We value and encourage families to be actively involved in their child’s education and the activities of the Kindergarten.

Further information can be located on our website: www.robinascottkindergarten.vic.edu.au or displayed in our foyer. Please ask if you are ever unsure, we will be happy to help.

We look forward to a happy and productive year with you, your family and your child.
Service Information

Our Educational Philosophy
At Robina Scott Kindergarten we believe the first few years of early education are fundamental in preparing a child with the skills necessary to become a lifelong learner.

We aim for each child to discover their full potential. Most importantly, to nurture each child’s resilience, joy, creativity, respect and confidence, ability to belong and shape their world.

Throughout this journey, we aim to develop an environment of positive and trusting relationships, which we believe underpins the foundations for a desire to learn.

History of Robina Scott Kindergarten
Robina Scott Kindergarten has developed a strong community spirit over its 80 years of operation. Robina Scott Kindergarten has enriched the lives of thousands of local Williamstown children.

In 1934 the late Mayoress of Williamstown Mrs J T Gray, with the support of local members of the community, including Mrs Robina Scott, met and laid plans to open a free kindergarten in Williamstown. Operating from the St Andrew’s Church Hall in Cecil Street, the small Williamstown Free Kindergarten catered for up to 36 children in one room.

Mrs Muster, a local chemist, donated land to the Williamstown Council on condition that it be used for a Kindergarten. In 1952, construction started on our current Ferguson Street site and in December 1953, the new Kindergarten opened catering for up to 90 children.

In 1966, the Williamstown Free Kindergarten Committee renamed the Kindergarten to Robina Scott Kindergarten. This honoured Mrs Robina Scott who acted as Honorary Secretary for 34 years, clearly, a driving force behind the Kindergarten’s foundation.

Robina Scott Kindergarten was incorporated in 1986, and in August 1995 a new, single unit Kindergarten building was opened. In April 1998, a second room was added, along with the Maternal and Child Health Service.

Proud of its heritage and commitment to the delivery of high quality Educational experiences, Robina Scott offers 144 places to children of the Hobsons Bay Community.

Committee of Management
The voluntary Committee is the legally constituted body that is elected every 12 months to manage the Kindergarten on behalf of its members. The Committee of Management (CoM) is comprised of the President, Vice President, Secretary, Treasurer and six General Committee Members with a specific focus such as HR, marketing, IT, grants and community development.

The Committee has the responsibility to act as licensee of the Kindergarten, employer of management and educators, and is responsible for the day-to-day operations, including financial management, policy development, administration and compliance to regulations.

Robina Scott Kindergarten CoM greatly values all contributions from our families. The CoM are committed to enhancing communication and building relationships with our Community. The CoM invite contact, communication and discussion at any point.
Our Principles

- We believe in the educational and developmental power of a play based, natural environment and emergent curriculum;

- All children are capable, curious and competent learners with the freedom to express their ideas within a safe environment;

- We believe in developing the whole child - nurturing the child’s inner self through an independent mind, a healthy body and their understanding of their place in a sustainable world;

- Individuality is celebrated, and it is what each individual brings to the group that enhances and strengthens our learning community;

- We provide a culturally diverse and inclusive environment that recognises and respects a multi-cultural perspective and the traditional owners of the land;

- We believe in allowing children time and space to discover, explore and investigate at their individual pace and level;

- We encourage self-esteem, understanding and respect for others and for the world around us; and

- We value and encourage collaborative partnerships with families, children and educators in order to provide a welcoming, nurturing, challenging and inspiring environment that promotes a desire to learn and grow. We support these interactions to enrich children’s learning experiences.

Teachers and Educators

- Believe in a holistic approach to learning whereby children are active participants in their own learning, whose voices are heard and respected;

- Believe in creating stimulating and responsive environments that offer flexible, play based experiences that are both intentionally planned and spontaneous and include open-ended, inquiry-based projects. These are underpinned by reflective practices, designed to engage children’s learning, interests and development;

- Believe in a collaborative engagement between children, families, educators and the Committee of Management; encouraging communication, participation and cooperation at all levels;

- We are committed to extending our own knowledge and that of our team through internal and external Professional Development.

- Believe that the children’s emergent learning and developmental outcomes should foster children to achieve. This is strongly influenced by the Early Years Learning Framework (EYLF) and the National Quality Framework (NQF);

- Are committed to being active in meeting the quality standards and practices of the NQF;

- Acknowledge and commit to enhancing the rich history of Robina Scott Kindergarten as we continue to be active participants in the local community.
## Kindergarten Information

### 2018 Timetable

#### Room 1

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4 Year Old BLUE GROUP</td>
<td>4 Year Old RED GROUP</td>
<td>4 Year Old BLUE GROUP</td>
<td>4 Year Old RED GROUP</td>
<td>4 Year Old RED GROUP</td>
</tr>
<tr>
<td></td>
<td>8:30am to 4:00pm</td>
<td>8:30am to 2:30pm</td>
<td>8:30am to 4:00pm</td>
<td>8:30am to 2:30pm</td>
<td>8:30am to 11:30am</td>
</tr>
<tr>
<td></td>
<td>(7.5 hrs)</td>
<td>(6 hrs)</td>
<td>(7.5 hrs)</td>
<td>(6 hrs)</td>
<td>(3 hrs)</td>
</tr>
</tbody>
</table>

#### Room 2

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4 Year Old YELLOW GROUP</td>
<td>4 Year Old YELLOW GROUP</td>
<td>3 Year Old PURPLE GROUP</td>
<td>4 Year Old YELLOW GROUP</td>
<td>4 Year Old YELLOW GROUP</td>
</tr>
<tr>
<td></td>
<td>8:15am to 1:15pm</td>
<td>8:15am to 1:15pm</td>
<td>8:30am to 11:30am</td>
<td>8:15am to 1:15pm</td>
<td>8:15am to 1:15pm</td>
</tr>
<tr>
<td></td>
<td>(5 hrs)</td>
<td>(5 hrs)</td>
<td>(3 hrs)</td>
<td>(5 hrs)</td>
<td>(5 hrs)</td>
</tr>
<tr>
<td></td>
<td>* Attend 3 out of 4 sessions</td>
<td>* Attend 3 out of 4 sessions</td>
<td>* Attend 3 out of 4 sessions</td>
<td>* Attend 3 out of 4 sessions</td>
<td>* Attend 3 out of 4 sessions</td>
</tr>
</tbody>
</table>

|        | 3 Year Old PURPLE GROUP                    | 3 Year Old PINK GROUP                  | 3 Year Old PINK GROUP                  | 3 Year Old PINK GROUP                  | 3 Year Old PINK GROUP                  |
|        | 1:45pm to 4:45pm                           | 1:45pm to 4:45pm                      | 1:45pm to 4:45pm                      | 1:45pm to 4:45pm                      | 1:45pm to 4:45pm                      |
|        | (3 hrs)                                     | (3 hrs)                               | (3 hrs)                               | (3 hrs)                                | (3 hrs)                                |
If your child was born during | Your child is eligible to attend kindergarten in
---|---
1 May 2013 – 30 April 2014 | 2018
1 May 2014 – 30 April 2015 | 2019
1 May 2015 – 30 April 2016 | 2020
1 May 2016 – 30 April 2017 | 2021
1 May 2017 – 30 April 2018 | 2022

Fees

Our 2018 Kindergarten Fees are $460 per term for the 4 year old and 3 year old programmes.

In addition, there is an Annual Maintenance fee of $60, which is fully refunded when families participate in at least one working bee (3 hours) during the year.

To secure your child’s enrolment, a Deposit was required mid 2017. This Deposit was deducted from your Term 1 invoice.

We respectfully ask for your cooperation in the prompt payment of fees. If you have any difficulty with the payment of fees, please discuss with Katrina Chavarria.

Please note that Fees are still applicable when your child does not attend Kindergarten. We ask that we you let us know verbally for a short absence and in writing for a long absence (i.e. holidays).

For 4-Year-Old Kindergarten families, if you hold a Health Care Card, Pensioner Concession Card or Visa 786/785 there is a State Government Kindergarten Fee Subsidy available.

Methods of Payment

The service offers two fee payment methods. No cash payments will be accepted.

1. Direct deposit:
   
   Details for direct deposit will be provided on your Kindergarten Fees invoice.

   BSB: 033100       Account Number: 234067

2. Cheques and money orders:

   Made payable to ‘Robina Scott Kindergarten Inc.’

   Cheques/money orders should be placed in a sealed envelope, clearly marked in the payment box located in each Kindergarten Room.

Notice to Terminate

Should you wish to terminate your child’s enrolment/placement at Robina Scott Kindergarten, you will need to provide written notice.

The non-refundable deposit will not be returned. If you believe you are entitled to a refund of any kind please submit a written request to admin@robinascott.com.au.

Please refer to the 3 Year Old and/or 4 Year Old Kindergarten Fees Policy for further information.
**Parent Information**

2018 Term Dates

Term dates and important dates are listed on the website. RSK will be closed on all public holidays.

**Policies**

Much of what we do at Robina Scott Kindergarten is governed by policies. Should you like to view any of our policies, they are listed on our website at https://www.robinascottkindergarten.vic.edu.au/policies/ or available in the Policy folder in the foyer. Each Policy has a diarised date for regular review with both the Staff and Committee.

**Access**

Car parking on Lyons Street can be difficult at peak times, however there is ample parking available on Ferguson Street, Melbourne Road and across the road in the Town Hall car park. Please do not park in the two Maternal Health parking bays and the driveway close to our entry.

The Educators will open the Kindergarten room door at the start time for the session. Should you arrive later and the room door be closed, you can knock or use the digit code provided in Term One.

Please make every effort to be punctual for session times (arrival and departure). It can be very disruptive and unsettling to children if you arrive or collect late. A late collection fee will be applied in non-emergency situations when families/carers are 15 minutes late at the rate of $25 for every 15 minutes, for two or more late collections.

Please ensure that your child is delivered to the room and handed over to a member of the Teaching team. Similarly, upon collection please approach the mat and wait until the Teacher calls the child’s name to depart.

**Attendance Book**

Families/carers must sign children in and out of Kindergarten in the attendance book. Please provide the actual time of arrival and departure and the full name of the person who delivered and will collect the child. Accurate and full completion of the attendance book is a regulatory requirement. During an emergency evacuation the attendance record is used to check which children are present at the Kindergarten.

A Collection Authorisation form must be completed if a person other than those already nominated on your enrolment form will be collecting your child. An authorised person must be aged 16 years or over.

For full details of the service’s collection and delivery procedures, please refer to the *Delivery and Collection of Children Policy*.

**Accidents and Emergencies**

All educators have up-to-date certification for First Aid Level 2, CPR, Asthma and Anaphylaxis and are equipped to handle emergency situations.

In the event of an accident, all accidents are recorded in the Accident/Illness Book and if required you will be contacted. In the case of a serious accident, we will contact you immediately. If emergency treatment is required, an ambulance will be called without delay.

Emergency evacuation procedures for children, staff and visitors are displayed in the foyer. Educators are trained to deal with such emergencies and drills are practised with the children.

Robina Scott is a Smoke-Free Zone.
Child Protection

Robina Scott Kindergarten is bound by Child Safe Standards and treats child safety as paramount. To protect all children and staff we need to know those who collect each child from session. If Educators or Management are unsure, identification will need to be shown and access to the room will not permitted.

Celebrations and Birthdays

Birthdays are a special day for children, and they usually like to celebrate it with their Kindergarten friends. Each Group has its own birthday ritual, which will include singing and honouring the child. There are many options available for families who wish to be involved in their child’s birthday celebration. Please discuss options with your Teacher beforehand, however we encourage non-food items such as pencils, bubbles, stickers etc.

Should your family participate in any special celebrations, please share, we would love to share it with the other children in the Group.

Immunisation

The ‘No Jab, No Play’ legislation requires all children to be fully vaccinated unless they have a medical exemption to be enrolled in Kindergarten in Victoria.

At enrolment and prior to attending any Kindergarten sessions, parents/carers must provide the Kindergarten with an Immunisation Status Certificate certifying that immunisations are up to date.

Illness

Please keep your child at home if he/she is sick during night and it’s evident that your child is feeling unwell that morning. Children who are infectious must remain at home. You must inform the Kindergarten if your child has been diagnosed with an infectious disease (eg influenza, measles or chickenpox), as we are required under legislation to notify families of the affected Group.

If your child becomes unwell whilst attending Kindergarten, you will be contacted immediately and asked to collect your child as soon as possible.

Hygiene

To reduce the spread and risk of infectious diseases and illnesses in children and adults, Robina Scott Kindergarten strives to provide a clean and hygienic environment. Supported by children regularly washing their hands:

- Before arrival at the service (families to help with this);
- In the cases where known allergies exist in group, the washing of hands before session begins;
- Before and after eating or handling food;
- After going to the toilet;
- After coming in from outside play;
- After wiping their nose.

Medication

Please notify your teacher of any medications your child requires. Medication should never be left in the child’s bag - please hand these directly to the Teacher or Educator. We will only administer medication if the following procedures are followed:

- Medication is current, is in its original container, bears the original label/instructions and is prescribed for that child;
- All details must be recorded by the family/guardian in the medication book each day medication is required. (If your child requires long-term administration of medication or requires emergency medication please discuss procedures with your teacher);
- Non-prescription medications and over-the-counter medication is clearly labelled with the child’s name. The instructions and use-by-dates should be visible.
Families are also reminded to make certain that their child’s enrolment details are kept up-to-date and include details of persons who have lawful authority to request or permit the administration of medication.

For further information refer to the service’s *Administration of Medication Policy*.

**Anaphylaxis and Allergy Management**

Some allergies are life threatening. Robina Scott Kindergarten is committed to providing, as far as practicable, a safe and healthy environment in which children at risk of life threatening allergic reactions can participate equally in all aspects of the program. It is vitally important that the family of a child at risk of anaphylaxis inform the Kindergarten, either on enrolment or on diagnosis, of their child’s allergies.

Within the context of Robina Scott Kindergarten *Anaphylaxis Policy*, some of the key risk minimisation procedures that are currently in place to protect at risk children from accidental exposure to allergens are:

- Donated arts and crafts materials exclude packaging that has contained eggs or nuts (e.g. egg cartons, muesli bars);
- No sharing of food amongst children;
- Hand washing for all children upon arrival at kindergarten, before and after eating;
- Educators check all children's snack boxes each day and remove items that may pose a risk;
- Provision of educational information on anaphylaxis and its management to all families;
- Anaphylaxis Action Plans for each child at risk are prominently displayed in their classroom;
- A Risk Management Plan is completed by teacher;
- Management and educators undertake annual Anaphylaxis training and regularly practice EpiPen administration.

**No child with a prescribed EpiPen or AnaPen is permitted to attend kindergarten without it.**

**Asthma Management**

The Educators are committed to providing, as far as practicable, an environment in which all children with asthma can participate in order to realise their full potential. It is important that families of a child with a history of asthma inform the Kindergarten, either on enrolment or on diagnosis, of their child’s asthma.

Educators will consult with families on a regular basis regarding the supervised management of their child’s asthma.

As outlined in the service’s *Asthma Policy* some of the key guidelines for all children with asthma are:

- All children with diagnosed asthma must have a written Asthma Management Plan;
- In the event of an asthma attack, management and/or educators will follow the Emergency Asthma Management Plan provided by Asthma Victoria;
- Families are required to provide the service with current asthma medication/equipment for the child at all times;
- Where possible, minimise known asthma triggers within the service;
- Management and educators at the service receive specific training in Emergency Asthma Management;
- A Risk Management Plan is completed by teacher;
- Provision of educational information on asthma and its management to all families.

**No child with a prescribed Ventolin is permitted to attend kindergarten without it.**

**Privacy and Confidentiality**

As a kindergarten we are required to maintain records that contain personal, health and sensitive information about children and their families or carers. Our *Privacy and Confidentiality Policy* provides guidelines for the collection, storage, use, disclosure and disposal of personal information, including photos, videos and health information.
In relation to personal and health information, we are bound by laws and legislation, including the Information Privacy Act, and the Victorian Health Records Act 2001, Privacy and Data Protection Act 2014 (Vic) (or where applicable, The Privacy Act 1988).

Before commencement at the service all families/carers will be given permission slips to gain their consent for:

- Inclusion of your contact details on your child’s colour group contact list, which is shared with other families in your child’s class.
- Photography of your child participating in a variety of kindergarten activities for inclusion in the internet, individual children’s records, display within the kindergarten and as mementos for families/carers.
- Printing of your child’s name on the professional kindergarten colour group photograph.
- If your child has medical condition, an allergy or asthma, we will need display this information in your child’s kindergarten room to enable us to provide for your child’s care and safety needs.
Communication with Families

We recognise Kindergarten and the lives of our families is busy and communication is key.

We communicate various messages in a number of ways.

<table>
<thead>
<tr>
<th>Individual Coloured Pockets (Foyer)</th>
<th>Individual printed material</th>
<th>Invoices, fundraising notices, social invitations;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information boards / displays</td>
<td>Informal Kinder wide information</td>
<td>Notices of upcoming events, fundraising, sustainability, local schools and community information, volunteers required, outdoor program information;</td>
</tr>
<tr>
<td>Emails</td>
<td>Kinder and Group information</td>
<td>Examples include fundraising information, weekly service updates, links to surveys and requests (for donations and assistance);</td>
</tr>
<tr>
<td>Newsletters</td>
<td>Kinder information</td>
<td>There is a monthly RSK newsletter and an Educational Bulletin sent once per Term. Both of these include information about the service, policies, programmes, upcoming events;</td>
</tr>
<tr>
<td>Seesaw App</td>
<td>Individual / Group Information</td>
<td>Secure, private mobile app to share information. Updates from the session – observations, photos, creations, group and individual learning objectives/outcomes, key focus points, event reminders;</td>
</tr>
<tr>
<td>Face to face</td>
<td>Individual</td>
<td>Parents are welcome to discuss individual requirements;</td>
</tr>
<tr>
<td>Attendance Book</td>
<td>Individual</td>
<td>The attendance book will be highlighted if Educators need to speak with you at pick up.</td>
</tr>
</tbody>
</table>

Family Involvement

There are many ways to get involved at Robina Scott Kindergarten. We encourage families and appreciate support and involvement. Some ways that you could get involved include:

- Joining the Committee of Management: Why Not? It’s rewarding a great way to utilise your professional expertise whilst getting to know another business model. There are specialist skill positions, fundraising and a group social representative options available;

- Communicating and sharing: The most important contribution you can make is to share your thoughts, ideas and concerns about your child, their development and learning. From time to time, Educators will seek family input;

- Kinder duty: Commences in Term 2. A roster will be made available and parents can allocate a time if it suits. Siblings are welcome to attend as long as they are under your supervision. Please note that as of Term 4, 2018 a Volunteer Working with Children’s Check will be required to participate. http://www.workingwithchildren.vic.gov.au;

- Visiting a Group: Visiting a group provides the opportunity to share your special talent or interest with the children. You might like to show how you play an instrument, clean your teeth or read a story in your home language;
• Working Bees: Held twice per year. Let’s do the Kindergarten maintenance together! Dates at the end Term 1 (suitable for children) and towards the end of Term 3 (project based and generally unsuitable for children). Participation is approximately 3 hours, which will provide a refund of your $60 maintenance levy.

Interpreter Services

Should you require the services of an Interpreter including Auslan, we can contact the Telephone Interpreter Service or the Victorian Interpreting and Translating Service (VITS) on your behalf.

Hobson’s Bay City Council has also set up the Language Line. 03 9932 1212 has recorded information regarding services in the community and interpreter access.

Feedback, Complaints or Grievances

As part of our quest for continuous improvement, we welcome your feedback and input on any aspect of the Kindergarten. Please let us know verbally, via email or by using the suggestion box located in the foyer.

Should you wish to raise a concern or complaint, please discuss directly with the person/s involved, the Admin team or email admin@robinascott.com.au for attention of the Committee of Management. All matters will be addressed promptly and with confidentiality.

For further information regarding the complaints procedures, please refer to the Complaints and Grievance Policy.
Group Information

What to bring to Kindergarten?

In a suitable bag or backpack, please pack:

- Sun hat. This will be provided in the Group colour. You are welcome to decorate the hat;
- Change of clothes and underwear, appropriate to the weather conditions;
- Coat and warm hat for the cooler months;
- Appropriate footwear. Shoes need to handle wet conditions in winter and protect feet from the sun in summer. Sandals with open toes, heals and slip on shoes such as thongs/crocs are not permitted.
- Suitable healthy snack and lunch. 2 snacks are required for long day sessions.
- Water bottle

All items bought to Kindergarten need to be appropriately named.

Food Guidelines

Based on the session time, your child will need a snack / lunch.

<table>
<thead>
<tr>
<th>Our Kindergarten has a strict food policy of <strong>no whole egg and nuts</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please note that egg listed as an ingredient in the product is permitted</td>
</tr>
</tbody>
</table>

**Nuts** include peanuts, peanut products (peanut butter, peanut oil), tree nuts (almonds, cashews, hazelnuts, brazil, macadamia, walnuts, Nutella), biscuits, cakes, muesli bars or chocolate containing nuts.

If there is a child in your group that is anaphylactic, you will be advised of any additional food restrictions.

Please inform educators if your child has any specific dietary needs or restrictions for cultural, medical or other reasons.

Healthy foods

We encourage children to bring freshly prepared, healthy and nutritious food, which may include:

- Fresh or stewed fruit in natural juice. Dried fruit is high in sugar, so only offer occasionally;
- Vegetable pieces (eg carrot and celery sticks, cucumber, green or red capsicum);
- Bread, crackers, rice/corn cakes;
- Yoghurt and cheese. Please offer ice block to keep chilled.

Nude food

As part of our commitment to sustainability, we aim to minimise waste. We encourage families to avoid packing pre-packaged food items such as chips, snack bars, milk drinks and biscuits.

We encourage families to use alternatives to land waste. Please consider swapping cling wrap, aluminium foil sheets and freezer and snack/sandwich bags for compostable paper towels and paper bags that can go in our compost, or reusable snack/lunch containers or stainless containers.

Sun Protection

Protection from the sun is required when the UV Levels are 3 or above. Checking the Sun Smart app (on our website or download) daily is useful in determining whether sun protection is needed.
An adult needs to apply SPF 50+ broad spectrum, 4 hour, and water resistant sunscreen on your child 30 minutes before arrival at Kindergarten. Permission will be sought to reapply sunscreen for the longer sessions.

The children and staff will wear sun hats outdoor at all times where UV levels are 3 or above.

**Home toys**

If your child has a security blanket/teddy/comfort item and feels the needs to bring it to Kindergarten then we are happy for them to do so. We discourage families from bringing in valuable toys or items.

To curtail aggressive and negative behaviour we are a ‘war toy free’ kindergarten. Please do not allow your child to bring toy weapons such as toy guns, swords, knives etc that promotes aggressive behaviour.

**Lost Property**

Every effort will be made to ensure that your child’s belongings are returned to their bag/locker.

If Educators find items, they are placed in a lost property basket in each room or the general lost property box located in the foyer.

**Settling your Child in**

We believe that Kindergarten should be a positive experience from the start. We help the children feel comfortable and secure in their environment, enabling them to separate from their adults confidently.

If your child is comfortable for you to leave at the beginning of the first session, then do so. If your child requires additional support, you are very welcome to spend time during the session reassuring them. Occasionally your child will appear to be upset and families often feel guilty about leaving. Usually the best course of action is to say goodbye and to follow through by leaving and not looking back. We will contact you if your child is distressed and cannot be settled by educators. Always tell your child that you are going and when you will be back.

At the beginning of each year, each group has a staggered start. Each group will be split into smaller groups of children who attend in smaller groups for a couple of weeks.

**Show and Share**

Throughout the year children will have an opportunity to bring in a special item for ‘Show and Share’. Emphasis should be placed on bringing items that the child has made, tickets or mementos from events, photos from holidays, and items from nature. Commercial toys are not permitted.

**Excursions, Events and Incursions**

In the lead up to excursions, families/carers will receive notification of the planned activities and the adult/child ratio required to conduct the outing safely. Permission slips will need to be signed and returned for your child to be able to attend. Please refer to our Excursion Policy for more information.

**Family and Teacher Mid-Year Interview**

Your child’s teacher is always available for short discussions after each session, once all children have been collected. You can organise another time to talk and our teachers are happy to accommodate.

For Four-Year old groups, there will be an opportunity in the middle of the year discussion of progress.

**Transition to School**

During Term 3 for those children going on to school, you and your child’s teacher will complete a Transition Learning and Development Statement. This statement will be then passed onto your child’s new school. To support your child’s transition to school, we work collaboratively with the school, providing information sessions and teacher/child reciprocal visits to your selected local school.
Our Staff

All Teachers at Robina Scott Kindergarten hold a *Bachelor of Early Childhood Education*. This is a four-year university degree approved by the Department of Education and Training for funded kindergarten programs.

All Educators at the service have a current Working with Children Check, First Aid Certificate and undertake specialised CPR, Asthma and Anaphylaxis training on an annual basis.

Robina Scott Kindergarten firmly believes in continuous professional development and all educators further their professional development each year.

In each of our groups, we have three staff - a Bachelor trained Kindergarten Teacher, a Diploma qualified Early Childhood Educator (in some groups two) and a Certificate III trained Early Childhood Educator.

Melanie Sullivan is our Educational Leader. Through collaboration with the staff, Mel creates, inspires drives a common vision and curriculum for children’s learning throughout the Kindergarten.

Katrina Chavarria, is our Administration Manager, Katrina provides support to the staff and families including queries, enrolments, payments and fundraising.

Behaviour Guidence

Robina Scott Kindergarten is committed to the safety and wellbeing of all children in attendance. We recognise that children's behaviour is a reflection of their level of development and is influenced by a range of factors including peers, family and culture. Educators provide a program that supports the use of positive techniques of guidance, redirection and reinforcement whilst enabling effective interaction. This includes:

- Emphasising positive actions and reactions;
- Giving children reasons for the limits;
- Consistency;
- Regular reinforcement;
- Enabling educators and families to work together.

Behavioural management plans will be implemented in collaboration with families where necessary.
Programme Information

All programmes are on display in each room and sent to families via the SEESAW app.

At Robina Scott Kindergarten our children engage in indoor and outdoor play experiences.

The indoor area provides a variety of learning areas to work independently or in groups, create and build, investigate, engage in imaginative play, use a range of materials, learn through play and enjoy the wide range of learning opportunities offered. The experiences are intended to develop the children's independence and problem solving skills. At times, the children are free to choose where they play, encouraged to participate in all activities and at other times work closely with educators in small groups.

Our shaded outdoor area provides different play and activity areas that including climbing structures, a cubby house, a sand play area, worm/compost farm and edible and sensory garden.

We draw on the information families provide about their child’s interests and needs, our observations, the child’s interests and happenings in our environment and community. We also use intentional teaching to enable the acquisition of a specific skill or knowledge.

When preparing the children’s programme, Robina Scott Kindergarten follows the Victorian Early Years Learning Framework (VEYLF) and the Early Years Learning Framework (EYLF).

Great focus is given to three concepts - Belonging, Being & Becoming.

- **Belonging** – to understand that you are part of a group, feeling that you are part of a family. When a child trusts their environment and has a sense of belonging they are more confident, feel secure, so that they can be creative and explore the world of learning;
- **Being** – experiencing what is happening now, life in the present. When a child has a sense of being they build and maintain relationships, and take part in life’s journey and face everyday challenges;
- **Becoming** – to experience change through different events and circumstances in one’s life. Changing as the child grows, learns and develops this enables the child to participate in society.

Five learning outcomes are sought:

1. Children have a strong sense of identity;
2. Children are connected with and contribute to their world;
3. Children have a strong sense of wellbeing;
4. Children are confident and involved learners;
5. Children are effective communicators.

Commitment to continuous improvement, the National Quality Framework is the national benchmark for the quality of education provided. Through regular assessment, critical reflection, review and reporting to families we seek to improve our practices across seven key areas outlined in our Quality Improvement Plan (QIP). These areas include:

1. Educational program and practice;
2. Children’s health and safety;
3. Physical environment;
4. Staffing arrangements;
5. Relationships with children;
6. Collaborative partnerships with families and communities;
7. Leadership and service management.

**Thank you for choosing Robina Scott Kindergarten.**

**We hope you and your child has a wonderful year.**